

19 October 1970

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Proposed Headquarters Notice   
Visitor Controls

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The attached proposed Headquarters Notice,   
Visitor Controls, is submitted for publication without delay  
to provide guidance to all concerned in order to insure the  
security of Agency facilities.

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Acting Director of Security

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Approved For Release 2003/04/29 : CIA-RDP84-00780R003500020005-9

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This Notice Expires 1 November 1971

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### VISITOR CONTROLS

1. Effective immediately, visitors having parcels, packages, or briefcases, in their possession when they arrive at an Agency installation will be required to open these containers and permit the building Guard to make a perfunctory inspection in order to insure that explosives, weapons or incendiaries are not carried into Agency facilities. Exceptions to this rule will be made if the official visitor is sufficiently well-known to the Agency sponsor to permit him to vouch for that particular visitor. In these cases the escort will simply advise the Guard that a package inspection will not be necessary. If the sponsor requests another staff employee to sign-in and escort a visitor, the escort should be instructed whether or not to request an exemption for package inspection.

2. It is customary for visitors to leave personal luggage in reception areas while visiting offices. Again, it will be the responsibility of the escort to authorize an exemption from

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inspection based on his knowledge of the individual. If the visitor is not known to the sponsor, luggage will be inspected by a Security Officer or Guard before the visitor departs the reception area.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

R. L. Bannerman  
Deputy Director  
for Support

DISTRIBUTION: ALL EMPLOYEES